**PROMOTION LETTER**

Dear Mr. /Ms,

We are very happy to inform you that you have been promoted as (designation) with effect from (due date). In accordance we hereby revise your Gross Salary as Rs /-.Other terms and Conditions remain the same as per the appointment letter.

Kindly sign and return the duplicate of this letter as a token of your acceptance of the above terms and conditions.

With best wishes,

\_\_\_\_\_\_\_ (Your name and Your Digital Signature)